

**Kelsey School Division
Box 4700
The Pas, MB R9A 1R4**

Code: ECAB

ACCESS TO BUILDINGS

Kelsey School Division key access works on a Master-Individual key system. The distribution of keys is under the authority of the Director of Maintenance and Transportation.

1. Division Master Keys These keys are issued to the following:
 - a) Superintendent
 - b) Secretary Treasurer
 - c) Director of Maintenance and Transportation
 - d) Alarm call out personnel
 - e) Maintenance personnel

2. School Master Keys Keys that will open all doors in the school are to be issued to:
 - a) Principal
 - b) Assistant Principal
 - c) Custodians, as required
 - d) Security personnel – Keys may be issued to the security personnel if this is deemed advisable by the school administration.

3. Garage Keys School Division garage personnel may be issued keys.

4. School Keys The principals shall make a record of all school keys that are issued to the school staff so that these can be checked off readily at the close of the term, resignation or a transfer.

5. Key Storage In all schools, keys issued to the teaching staff must be accounted for and turned in at the end of the school year by the principal or designate. The principal will arrange for their storage within the school vault or some other safe area. Keys that may be required by support staff are to be returned at the end of each work day and stored in a secure location.

6. If there are any discrepancies regarding keys in this system, it is the responsibility of the principal to report the difficulty to the Director of Maintenance and Transportation who will rectify the situation.

7. Special Circumstances
 - a) Keys for a number of buildings may be issued to other personnel by the Director of Maintenance and Transportation.
 - b) The Director of Maintenance and Transportation shall keep an accurate record of all such keys issued.
 - c) Lost or unreturned keys may result in a liability cost of replacement or rekeying to the individual.